

ENVIRONMENTAL PROTECTION GROUP ELECTRONIC RECORDS SYSTEM/FILE PLAN

ID #	System name	Sytem Acronym	Brief Description	Agency	Subagency	Schedule Status, Pending, Approved/ Unscheduled	Schedule Number	Electronic/ Location	Paper/Location
1	TRI Report	TRI	Toxic Chemical Release Inventory Report	DOE	FNAL	Approved	ENV-1b (3) EPI Destroy after 3 years of issuance of report. 40 CFR 372.10 (N1-434-98-28)Frozen	WH7E	WH7E
2	Air Monitoring Reports	AM	Documented air monitoring data for the purpose of determining levels of toxins	DOE	FNAL	Approved	ENV 1 d (4) Retire to FRC after 25 years after issuance of report. Destroy after 75 years following issuance of report and with the approval from the Sites	WH7E	WH7E
3	Air Emissions Permit Reports	AEP	Documented effluent air monitoring activities as designated by EPA for permitted sources and equipment.	DOE	FNAL	Approved	ENV 1 d (6)Retire to FRC 25 years after issuance of report. Destroy 75 years after issuance of report and with the approval of the Sites General Counsel's Office	WH7E	WH7E
4	Air Permit Applications	APA	Records documenting the basis for selecting a CERCLA response action/remediation action, RCRA permit/permit modification/or closure plan	DOE	FNAL	Approved	ENV-1 a Destroy 75 years after the termination of the applicable FFA&CO. DOE shall notify the EPA at least 90 calendar days prior to the destruction of these records, and upon request by the EPA, DOE shall relinquish	WH7E	WH7E
5	Air Emissions Permit Records	AEP	calibrations, maintenance, and all original strip chart recordings for continuous monitoring instrumentation	DOE	FNAL	Approved	ENV-3 b (3)EPI (a) Destroy 3 years after related permit expires. (N1-434-98-28)	WH7E	WH7E

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6	AEP & Related and supporting documentation for permits	AEP	Related and supporting documentation for permits	DOE	FNAL	Approved	ENV-3 b (3)(a)EPI Destroy 3 years after related permit expires. (N1-434-98-28)Frozen	WH7E	WH7E
7	AEP Draft documents, supporting notes and calculations	AEP	Draft documents, supporting notes and calculations	DOE	FNAL	Approved	ENV-3 b (3) c Destroy when superseded, obsolete, or no longer needed. (N1-434-98-28)	WH7E	WH7E
8	Pollution Prevention Equipment Permit Records	PPEPR	Pollution Prevention Equipment Permit Records (Construction Permit & Applications?)	DOE	FNAL	Approved	ENV-3 b (4) Destroy 3 years after related permit expires. (N1-434-98-28)	WH7E	
9	Permit Petitions and/or Waivers	PP&W	Permit Petitions and/or Waivers	DOE	FNAL	Approved	ENV-3 (4) EPI c Destroy 5 years after petition/waiver expires. (N1-434-98-28)	WH7E	
10	Evaporator, Hood, Stack, and Exhaust Fan Discharge Records	FDR	These records document equipment types and discharge rates used to calculate the potential release of contaminants and radionuclides from	DOE	FNAL	Approved	ENV-4 b (3) Cutoff annually. Retire to FRC 5 years after cutoff. Destroy when 75 years old. (N1-434-98-28)	WH7E	
11	Criteria Pollutant Source Inventory	CPSI	Records document annual inventories of criteria pollutant sources at DOE and contractor sites.	DOE		Approved	ENV-4 b (8) (b) EPI Destroy 5 years after inventory completion. (N1-434-98-28) Frozen	WH7E	

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12	Email Records	E-mR	Administrative email records	DOE	FNAL	Approved	ENV 7 a Destroy/delete within 180 days after the recordkeeping copy has been produced. (N1-434-98-28)	WH7E	WH7E/Site 39/Site 40
13	Dissemination , Revision, or Updating Records	DRUR	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy	DOE	FNAL	Approved	ENV-7 b Destroy/delete when dissemination, revision, or updating is completed. (N1-434-98-28)	WH7E	